

LAS VEGAS POLICE DEPARTMENT	ADMINISTRATION
SUBJECT: <i>Business Cards</i>	NUMBER: ADM.38
EFFECTIVE DATE: <i>9 September 2010</i>	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED:
	Chief of Police Gary Gold
NMMLEPSC STANDARDS:	NMSA:

I. PURPOSE:

The of this Policy is to ensure the efficient and effective management of Cards: official-personal function by providing administrative guidance that identifies the responsibilities and processes within the uniform components of the department.

II. POLICY:

It is the policy of The Las Vegas Police Department to manage the function of Cards: official-personal in an effective and efficient manner by coordinating the efforts of uniform and other organizational components as provided in this policy.

III. APPLICABILITY:

This policy is applicable to all sworn and non-sworn employees of the Las Vegas Police Department.

IV. REFERENCES:

None

V. DEFINITIONS:

None

VI. PROCEDURE:

- A. Business or personal cards, which refer to this agency, shall be used by employees and Officers only in connection with the performance of Official duties

- B. All cards used must conform to the approved Departmental format and may be obtained only by permission of the Chief of Police.

VII. ATTACHMENTS:

None